

CLIE Mail Version 1.0

for CLIE MODEM

User Guide



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What you can do with CLIE Mail

CLIE Mail is an e-mail client application for the CLIE handheld.

Checking your e-mail anytime, anywhere

You can check your e-mail anytime, anywhere using the mobile kit.

Managing your e-mail on your computer with your CLIE handheld

You can transfer e-mail messages from your computer to your CLIE handheld and read them on your CLIE handheld screen. You can not only read them, but also write a reply and send it from your computer.

Managing multiple mail accounts

If you have several e-mail accounts, you can receive and send messages using any account simply by switching the account setting.

Managing your e-mails by category

You can manage your e-mail not only by standard categories such as Inbox or Send, but also categories you have chosen yourself, such as Private or Business.

Attaching information to your e-mail messages

You can attach Memo Pad or Address Book information to your e-mail message.

Note

The CLIE Mail application can display up to $30,\!000$ characters for each e-mail message.

Installing CLIE Mail

Installing on your CLIE handheld

You can install CLIE Mail on the hard disk on your computer. Install the CLIE Palm Desktop software on your computer from the supplied CD-ROM and place your CLIE handheld in the cradle.

- **1** Insert the Installation CD-ROM into the CD-ROM drive. The installation launcher window appears.
- **2** Click Install CLIE Mail. The Install Tool dialog box appears.
- **3** Select a user name from the user list. The file is added to the File Name list.
- 4 Click Exit.
- **5** Press the HotSync button on the cradle. CLIE Mail will be installed on your CLIE handheld.

Installing CLIE Mail

Installing on your computer

You can synchronize the e-mail messages on your computer and on your CLIE handheld, after installing the CLIE Mail Conduit software on the supplied CD-ROM.

- 1 Insert the Installation CD-ROM into the CD-ROM drive. The installation launcher window appears.
- **2** Click Install CLIE Mail Conduit.

 A confirmation dialog box appears.

 The CLIE Mail Conduit software installation starts.

 Follow the instructions on-screen to finish the installation.
- **3** Click Exit. For details on how to use CLIE Mail Conduit, see "Storing an e-mail from your computer" on page 26.

Sending a test e-mail message

Writing and sending a test e-mail

To get used to operating CLIE Mail, write and send a test e-mail message.

- 1 With the supplied modular cable, connect your CLIE handheld to the modular jack on the wall.
- **2** Rotate the JogDial navigator to select the CLIE Mail icon, then press the dial.

You can also start CLIE Mail by tapping the CLIE Mail icon directly.



CLIE Mail starts and the e-mail list screen appears.



3 Tap | **四**.

The e-mail edit screen appears.



4 Enter the address, subject and body text.

You can use an address which you have already registered using the Address Book (refer to the Operating Instructions manual). For details, see page 9.

5 Tap Send.

A menu appears.



- **6** If you want to send the mail message immediately, tap Send Now, otherwise tap Send Later.
 - **Send Now:** CLIE Mail sends the mail immediately.
 - **Send Later:** CLIE Mail stores the mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping ₩. When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right-hand corner of the screen and then tap Outbox.

When you want to save an e-mail message without sending it immediately

Tap Draft before performing step 5 above.

To check the contents of the draft e-mail, tap the arrow **▼** in the top right-hand corner of the screen and then tap Draft.

When you want to send the mail later from the Outbox

Tap 🗳 or 🛂.

The e-mail messages which are stored in the Outbox category are sent all at once.

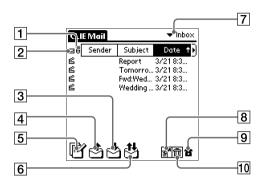
You can choose an e-mail address from the Address Book

When you tap To, CC or BCC on the e-mail edit screen, the address screen appears.

You can use the address reference function by tapping Lookup.

For details on the Lookup function, refer to the Operating Instructions manual.

Using the screen



1 The attachment icon

If a file is attached to your mail, the attachment icon appears to the left of the Sender column.

2 The read/unread display

The icon of e-mails you have already read changes to the open icon.

3 📥 (Receive) button

Downloads new e-mails.

4 📤 (Send) button.

Sends e-mails stored in the Outbox category.

5 🗗 (New mail) button.

Displays the New Mail edit screen.

6 (Send and Receive) button

Sends e-mails stored in the Outbox category and downloads new e-mails at the same time.

7 Categories list

Switches the category which is currently displayed on your CLIE handheld. To switch the category, tap the arrow ▼ in the top right-hand corner of the screen and then tap the desired category.

8 [1] (Move) button

Displays the E-mail Move screen. For details, see page 25.

9 🛅 (Delete) button

Displays the E-mail Delete screen. For details, see page 22.

10 🖀 (Telephone) icon

Displays the online status. You can also switch between online and offline modes.

- \bullet $\mbox{\mbox{$L$}}$ $\mbox{\mbox{$a$}}$: your CLIE handheld is connected to the Internet (online).
- 🖀 : your CLIE handheld is not connected to the Internet (offline).

Receiving a test e-mail

Download the e-mail you sent on page 7 using CLIE Mail.

- 1 With the supplied modular cable, connect your CLIE handheld to the modular jack on the wall.
- **2** Rotate the JogDial navigator to select the CLIE Mail icon, then press the dial.

CLIE Mail starts and the e-mail list screen appears.
You can also start CLIE Mail by tapping the CLIE Mail icon directly.

3 Tap 📥.

Your CLIE handheld connects to the Internet and can receive new e-mails. The new e-mail appears in the e-mail list screen.



4 Rotate the JogDial navigator to select the e-mail message you want to read, then press the dial.

You can also simply tap the desired e-mail message directly. The text of the e-mail appears.

If the text of the message extends beyond the screen

Rotate the JogDial navigator to scroll the screen, or tap the scroll bar.

Replying to an e-mail message

- 1 With the supplied modular cable, connect your CLIE handheld to the modular jack on the wall.
- **2** Rotate the JogDial navigator to select the CLIE Mail icon, then press the dial.

You can also start CLIE Mail by tapping the CLIE Mail icon directly. CLIE Mail starts and the e-mail list screen appears.

3 Tap the arrow **▼** in the top right-hand corner of the screen, then tap Inbox.

The Inbox e-mail list screen appears.



4 Rotate the JogDial navigator to select the e-mail message you want to answer, then press the dial.

You can also tap the e-mail directly.

The text of the e-mail appears.

5 Tap Reply.

Re: is added to the original subject line, and the e-mail edit screen in which appears.



6 Enter the text of your message.

You can use an address which you have already registered using the Address Book (refer to the Operating Instructions manual). For details, see page 9.

7 Tap Send.

A menu appears.

- **6** If you want to send the mail message immediately, tap Send Now, otherwise tap Send Later.
 - **Send Now:** CLIE Mail sends the mail immediately.
 - **Send Later:** CLIE Mail stores the mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping ₩. When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right-hand corner of the screen and then tap Outbox.

When you want to save an e-mail message without sending it immediately

Tap Draft before performing step 5 above.

To check the contents of the draft e-mail, tap the arrow ▼ in the top right-hand corner of the screen and then tap Draft.

When you want to send the mail later in the Outbox $\operatorname{Tap} \left(\stackrel{\bullet}{\longrightarrow} \right)$ or $\left(\stackrel{\bullet}{\longrightarrow} \right)$.

The e-mail messages which are stored in the Outbox category are sent all at once.

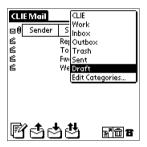
Rewriting/sending draft e-mail

- 1 With the supplied modular cable, connect your CLIE handheld to the modular jack on the wall.
- **2** Rotate the JogDial navigation to select the CLIE Mail icon, then press the dial.

You can also start CLIE Mail by tapping the CLIE Mail icon directly. CLIE Mail starts and the e-mail list screen appears.

3 Tap the arrow **▼** in the top right-hand corner of the screen, then tap Draft.

The Draft e-mail list screen appears.



4 Rotate the JogDial navigation to select the e-mail message you want to rewrite and send, then press the dial.

You can also tap the e-mail directly.

The text of the e-mail message appears.

- **5** Rewrite the text.
- **6** Tap Send. A menu appears.

- **7** If you want to send the mail message immediately, tap Send Now, otherwise tap Send Later.
 - **Send Now:** CLIE Mail sends the mail immediately.
 - **Send Later:** CLIE Mail stores the mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping ₩. When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right-hand corner of the screen and then tap Outbox.

When you want to save an e-mail message without sending it immediately

Tap Draft before performing step 5 above.

To check the contents of the draft e-mail, tap the arrow ▼ in the top right-hand corner of the screen and then tap Draft.

When you want to send the mail later in the Outbox $\operatorname{Tap} \bigcap_{i=1}^{n} \operatorname{or} \bigcap_{i=1}^{n} \bigcap_{i=1}^{n} \operatorname{or} \bigcap_{i=1}^{n}$

The e-mail messages which are stored in the Outbox category are sent all at once.

Forwarding an e-mail

- 1 Perform operations in Steps 1 to 3 of "Replying to an e-mail message" on page 13.
- **2** Rotate the JogDial navigation to select the e-mail message you want to forward , then press the dial.

You can also simply tap the desired e-mail directly.

The text of the e-mail message appears.

3 Tap Forward.

Fwd: is added to the original subject line, and the e-mail edit screen appears.

4 Enter the e-mail address to which you want to forward the message.

You can use an address which you have already registered using the Address Book (refer to the Operating Instructions manual). For details, see page 9.

5 Tap Send.

A menu appears.

- **6** If you want to send the mail message immediately, tap Send Now, otherwise tap Send Later.
 - **Send Now:** CLIE Mail sends the mail immediately.
 - **Send Later:** CLIE Mail stores the mail in the Outbox category. You can send an e-mail which is stored in the Outbox category by tapping When you want to check e-mail messages saved in the Outbox category, tap the arrow ▼ in the top right-hand corner of the screen and then tap Outbox.

When you want to save an e-mail message without sending it immediately

Tap Draft before performing step 5 above.

To check the contents of the draft e-mail, tap the arrow **▼** in the top right-hand corner of the screen and then tap Draft.

When you want to send the mail later in the Outbox Tap or ...

The e-mail messages which are stored in the Outbox category are sent all at once.

Sending/receiving an attachment

Attaching a document to your e-mail

You can send or receive an attached document such as address information from the Address Book or a memo from the Memo Pad using CLIE Mail.

- **1** Write an e-mail message.
- **2** Tap Attach.

The Attachments screen appears.



- **3** Tap the arrow **▼** and tap the desired type of document you want to attach.
 - Address: address information from your Address Book
 - Memo: a memo from your Memo Pad

The type of document which you can now attach to your e-mail appears, based on your selection.

- **4** Tap the document you want to attach.
- **5** Tap OK. The e-mail edit screen appears.
- **6** Send your e-mail message.

Viewing an attached document

When address information from the Address Book or a memo from the Memo Pad is attached to an e-mail message, you can check the contents of the document while downloading it. If necessary, you can save the attached document on your CLIE handheld and add the information to your Address Book or Memo Pad database.

- 1 Download the e-mail message.

 For details, see "Receiving a test e-mail" on page 12.

 If you receive an e-mail message to which a document is attached, the Attach Document screen appears.
- **2** If you want to check the contents of the attachment, tap Preview.

 The contents of the attached document appears.

After you check the contents, tap OK.

3 If you want to save the contents, tap Save.
The attached document is saved on your CLIE handheld and the

information is added to your Address Book or Memo Pad database.

4 Tap OK.

Reading sent/received e-mail messages

Received or sent e-mail messages are stored on your CLIE handheld according to the category.

1 Rotate the JogDial navigation to select the CLIE Mail icon, then press the dial.

You can also start CLIE Mail by tapping the CLIE Mail icon directly. CLIE Mail starts and the e-mail list screen appears.

2 Tap the arrow ▼ in the top right-hand corner of the screen, then tap the category in which the e-mail message you want to read is stored.



The e-mail list screen of the selected category appears.

- Inbox:
- Outbox
- Trash
- Sent
- Draft
- Edit Categories
- **3** Rotate the JogDial navigation to select the e-mail message you want to read.

You can also tap the desired e-mail message directly.

The text of the e-mail message appears.

Managing your e-mail

Deleting e-mail

1 Rotate the JogDial navigation to select the CLIE Mail icon, then press the dial.

You can also start CLIE Mail by tapping the CLIE Mail icon directly. CLIE Mail starts and the e-mail list screen appears.

- 2 Tap the arrow ▼ in the top right-hand corner of the screen, then tap the category in which the e-mail message you want to delete is stored.
- **3** Tap **1** . A check box □ appears to the left of the e-mail list.



- **4** Tap and select the check box of the e-mail messages you want to delete.
- **5** Tap Delete.

E-mail messages you have selected are moved to the Trash category.

6 Tap the arrow **▼** in the top right-hand corner of the screen, then tap Trash.

The Trash e-mail list screen appears.

Managing your e-mails

- **7** Tap **1** A check box □ appears to the left of the e-mail list.
- **8** Tap and select the check box of the e-mail messages you want to delete
- **9** Tap Delete.
 The confirmation screen appears.
- **10** To delete the selected e-mail messages, tap OK. E-mail messages you have selected are completely deleted.

To cancel the deletion of the selected messages

Tap Cancel in step 10 above.

The e-mail messages selected in step 4 are still stored in the Trash category. If you want to check e-mail messages in the Trash category, tap the arrow ▼ in the top right-hand corner of the screen and then tap Trash.

You can delete messages simply using the Empty Trash command

By tapping Menu **1** then Mail - then the Empty Trash command after you perform steps 1 to 5 above, you can delete all of the e-mail messages in the Trash category at once.

Managing your e-mails

Managing your e-mails using original categories

Making original categories

You can manage your e-mail messages using original categories you have chosen, such as Private, Business or New Project. To manage your e-mails using an original category, first create the desired category and then use it to manage your e-mail.

1 Tap the arrow ▼ in the top right-hand corner of the screen, then tap Edit Categories.



The Edit Category screen appears.

- **2** Tap New. The Edit Category screen appears.
- **3** Enter a new category name, then tap OK. Your original category will be registered.



4 Tap OK.

Managing your e-mails

Managing your e-mail messages using original categories

As an example, move the e-mail messages in the Inbox category to an original category you have created.

1 Tap the arrow ▼ in the top right-hand corner of the screen, then tap Inbox.

The Inbox e-mail list screen appears.

2 Tap **1**.

A check box
appears to the left of the messages in the e-mail list.



- **3** Tap and select the check box of the e-mail messages you want to move.
- **4** Tap Move and tap the category to which you want to move your e-mail messages.

E-mail messages you selected in step 3 are moved to the selected category.

To cancel the move

Tap Cancel in step 4 above.

You can move your e-mail messages automatically when downloading (Filter)

By setting a filter, you can refuse e-mail messages which meet specific conditions or move e-mail messages to a specific category automatically when you receive them.

This function is useful for e-mail messages from a particular person or for managing a mailing list.

You can transfer e-mails from your computer to your CLIE handheld and read them on your CLIE's screen. You can not only read them, but also write a reply and send it from your computer.

Compatibility with other e-mail software

When you use the following e-mail client software, you can transfer e-mails from your computer and store them on your CLIE handheld.

- Microsoft Outlook Express
- Microsoft Outlook
- Eudora 3.0.3 or later

Note

You can only transfer e-mails in the Inbox and Outbox folders on your computer, and in the Inbox and Outbox categories on your CLIE handheld. You cannot transfer e-mails stored in other locations.

Choosing the e-mail client software on your computer

To transfer an e-mail from your computer to your CLIE handheld, follow the procedures below.

Choosing the Microsoft Outlook Express 5.0 or later

- 1 Click Start Settings Control Panel. The Control Panel window appears.
- 2 Double-click the Internet icon.

 If you have the Windows 2000 operating system on your computer, double-click the Internet Options icon.

 The Internet Options dialog box appears.
- **3** Click the Programs tab.
- **4** Make sure that Outlook Express is selected in the E-mail drop down list of the Internet programs group.
- 5 Click OK.

Choosing Eudora Pro

- **1** Start Eudora Pro on your computer, then click Options from the Tools menu.
 - The Options window appears.
- **2** Click MAPI in the left pane.
- **3** Click Always from Use Eudora MAPI server.
- 4 Click OK.

Changing the detailed settings for transferring e-mails

You can change the detailed settings for transferring e-mails. For details, see Help files for the procedures below.

- 1 Click the (5) icon in the Windows task tray, then click Modify Setting from the shortcut menu.
- **2** Double-click CLIE Mail. Or, click Modify after clicking CLIE Mail. The CLIE Mail window appears.
- **3** Click Help.
 The Help window appears.

Setting up the HotSync option on your computer

Specify the e-mail client software and mail folders for use in the HotSync transfer.

- 1 Double-click the CLIE Palm Desktop icon, or click Start -Program files - Sony CLIE - CLIE Palm Desktop. The CLIE Palm Desktop software starts.
- **2** Click Setup from the HotSync menu.
- **3** Double-click CLIE Mail. Or click Modify after clicking CLIE Mail. The CLIE Mail window appears.



- **4** Click Synchronize the files or Overwrites handheld.
- **5** Select the e-mail client software you use from the drop-down list.
- 6 Click OK.
- 7 Click Finish.

Setting up the HotSync option on your CLIE handheld

When you select the HotSync setting in step 4 in "Setting up the HotSync option on your computer" on page 29, you can specify various settings for transferring your e-mail.

1 Tap Menu on the e-mail list screen, then tap Options - HotSync Options.

The HotSync Options screen appears.



- **2** Select the e-mails to be transferred.
 - All: transfers and synchronizes all e-mail messages. You can also specify how many day's worth of mail should be transferred.
 - Send only: transfers e-mail messages in the Outbox category on your CLIE handheld to the Outbox folder of the e-mail client software on your computer.
 - Filter: transfers e-mail messages that matches specific conditions.
 Specify the conditions under which messages are to be transferred, or not transferred.
 - **Unread:** transfers unread e-mail messages on your computer to your CLIE handheld. You can also specify how many day's worth of mail should be transferred.
- **3** Tap OK.

Transferring an e-mail

Place your CLIE handheld in the cradle, then press the HotSync button on the cradle.

HotSync starts and synchronizes your e-mail.

Advanced CLIE Mail operations

Sorting e-mails according to specific conditions (Filter)

You can specify filters to sort your e-mail automatically to specific categories when you receive e-mail.

By setting a filter, you can refuse e-mail messages which meet the specific conditions or sort e-mail messages, sending them to a specific category automatically.

1 Tap Menu in the e-mail list screen, then tap Options - Filters.1

The Filter screen appears.

- **2** Tap New. The Edit Filter screen appears.
- **3** Specify the filter setting.
 - Filter name: enter the name of the filter.
 - **To:** specifies the trigger that filters your e-mail. You can choose from among Subject, From and CC.
 - Contains next strings: specifies characters or words that filter your email.
 - Retrieve: specifies whether the filtered e-mail is to be received or refused.
 - Move to: specifies the category to which the filtered e-mail is to be moved.



- **4** Tap OK.
- **5** To activate the filter, tap and select the check box of the desired filter.

The selected filter is activated.

6 Tap OK.

The e-mail list screen appears.

To cancel filtering temporarily

Tap and deselect the check box of the filter in step 5 above.

To delete the filter

Tap Delete in step 4 above.

Tap OK after the confirmation screen appears.

Receiving only part of an e-mail

You can choose to receive only the e-mail header, which contains the from, subject and date items, and so on, and just the beginning of the text. You can also choose to receive the remainder of the e-mail text for messages you want to read in their entirely. You can also specify the number of e-mail messages to be downloaded in a single connection.

Using this function, you can cut telecommunication costs, but still get the messages you need.

- 1 Tap or do on the e-mail list screen. The Receive screen appears.
- **2** Select the number of text lines you want to receive in one connection.
 - All: downloads all of your e-mail.
 - Headers + Bodies: downloads only the header, which contains the from, subject, and date items, and so on, and the beginning of the body text. You can specify the number of text lines you want to receive in one connection.
- **3** Select the number of e-mail messages you want to receive in one connection.
 - All: downloads all of your e-mail messages.
 - Most Recent: Specify the number of e-mail messages you want to download in one connection. If the number of e-mail messages on your mail server is more than the specified number, you will only receive email messages up to the specified number.
- **4** When you want to use several filters at the same time, tap and check Use Filters for each one.

When using filters together, you receive only the e-mail messages which meet all of the filter conditions. For details of the filter, see page 32.

5 Tap OK.

If you have chosen to receive only part of an e-mail message

"Download remainder of the message" check box appears at the end of the text.

If you want to receive the remainder of the message the next time you download your e-mail, tap and check the box. In the next time you download, you will receive the remainder of any selected e-mail.

Registering a signature

You can register a mail signature.

After registering your signature, you can add it automatically when you send e-mail messages.

1 Tap Menu on the e-mail list screen, then tap Options - Signatures.

The Signatures screen appears.

2 Tap the arrow **▼**, then tap the type of signature.



You can register up to 3 types of the signature.

This function is convenient for using different signatures in different situations.

3 Enter the signature, then tap OK. The registered signature is automatically added to your e-mail messages.

To switch the signature

Tap the arrow ∇ , then tap the type of signature you want on the signature screen.

To cancel the adding of the signature

Tap the arrow **▼**, then tap No Signatures on the signature screen.

Setting display options

Selecting the display order

In CLIE Mail, e-mail messages are displayed in order by date and time. You can also display e-mail messages by sender or subject.

Tap the column you want to sort by when displaying e-mail messages on the e-mail list screen.

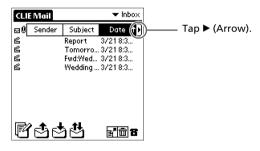
E-mail messages are displayed in the selected order.

When you tap the same column again, e-mail messages are displayed in the reverse order.

Selecting the items displayed

In CLIE Mail, the sender, date and time and subject are displayed for each e-mail message. However, you can select which items are to be displayed.

1 On the e-mail list screen, tap the arrow ▶ on the right side of the e-mail screen.



The Show Options dialog box appears.



- **2** Tap and select the check box next to the items you want to display on the e-mail list screen.
- 3 Tap OK.

The items you have selected are displayed.

Switching mail accounts

You can switch the mail account you are currently using and receive/send email using up to 8 accounts with CLIE Mail.

Note

You can receive e-mail from all mail accounts at once, but you can only send e-mails from one account at a time. If you want to send an e-mail message from different account, switch to the account you want to use and then send the e-mail message.

1 Tap Menu on the e-mail list screen, then tap Options - Accounts.

The Accounts screen appears.



- **2** Tap and select the check box of the account you want to activate.
- **3** To switch to the e-mail account you want to use to send a message, tap the desired account and then tap Set to Outgoing Server.

The Outgoing server changes to that of the selected account.

4 Tap OK.

CLIE Mail Menu items

The following items appear when you tap the MENU icon.

This section explains the menu commands specific to CLIE Mail. For the menu common to all CLIE applications, see "Using the Edit menu" in the Operating Instructions manual.

E-mail list screen

Mail menu

Empty Trash

Deletes all e-mail messages stored in the Trash category.

Options menu

Accounts

Shows the Account screen.

Preferences

Shows the Preference screen.

- **Server Timeout:** specifies the length of the timeout interval to be used when connecting to the mail server.
- **Disconnect after send/receive:** cuts the connection immediately after CLIE Mail sends/receives e-mail messages.
- **Disconnect on Exit:** cuts the connection after you exit CLIE Mail.
- Redial: specifies the number of redial attempts to be used when making a connection.

Signatures

Shows the Signature screen.

For details, see "Registering a signature" on page 36.

CLIE Mail Menu items

Show Options

Shows the Show Options screen.

You can choose whether or not to display the subject, sender and date and time. Tap and select the check box of items you want to display.

Filters

Shows the Filter screen.

For details, see "Sorting e-mails according to specific conditions (Filter)" on page 32.

HotSync Options

Changes the settings to be used for e-mail synchronization.

For details, see "Setting up the HotSync option on your CLIE handheld" on page 30.

E-mail screen

Options menu

Go to Top

Shows the beginning of the e-mail list.

Go to Bottom

Shows the end of the e-mail list.

E-mail edit screen

Edit menu

Keyboard

Shows the screen keyboard.

Graffiti Help

Shows the Graffiti Help screen.

CLIE Mail Menu items

Address edit screen

Edit menu

Keyboard

Shows the screen keyboard.

Graffiti Help

Shows the Graffiti Help screen.

Options menu

Lookup

Shows the Lookup screen.